

ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION

TITLE:	Pharmacist	EMPLOYMENT TERM:	Contract Full-time
DIVISION:	Health Services	DEPARTMENT:	Clinic/Pharmacy
EXEMPT/NON-EXEMPT:	Exempt	FUNDING SOURCE:	IHS Contract

QUALIFICATION:

1. Bachelor's or graduate degree in pharmacy from an accredited institution, and two or more year's experience as a pharmacist in the IHS or tribal health care system.
2. New Mexico licensure as a pharmacist preferred, but current licensure in a State required.
3. Experience ordering drugs through the IHS "prime vendor" contract preferred.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native tribal membership, who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

SUPERVISED BY: Medical Director

SUPERVISES: Pharmacy Technician

PAY RANGE: Bachelor's degree: Grade P, ANSB General Scale
Graduate degree: Grade Q, ANSB General Scale

WORKING HOURS: 8AM – 5PM, Monday – Friday

LUNCH HOUR: One Hour, 12-1 PM

POSITION GOAL: To provide full-time clinical pharmacy services to clinic patients and providers; to ensure that the level of pharmacy services provided by the Alamo Navajo Health Center meet or exceed applicable community, State, and Federal standards; to develop and maintain a comprehensive material management program for the clinic (inclusive of drugs, medical and dental supplies); to raise the competency of local community members employed in the clinic pharmacy.

DUTIES AND REPSONSIBILITIES:

1. Formulates, implements, coordinates and supervises pharmacy services within the Alamo Navajo Health Center; responsible for drug selection (formulary) and procurement.
2. Provides pharmacy services including the appropriate prepackaging, labeling and dispensing of drugs and counseling patients on the proper use, action, precautions, and storage of drugs; provides a prescription refill program for chronically ill patients based upon physician approved protocols.
3. Consults with, advises, and provides inservice programs for medical providers regarding proper dosage, drug interactions and contraindications, side effects, and similar drug related questions related to patient safety and effective therapeutic regimens.
4. Provides clinical pharmacy services including chart audits, continuous drug therapy monitoring, unit dose and intravenous admixture services, medication histories, utilization reviews and program evaluation; coordinates and documents quarterly Pharmacy and Therapeutics meetings with providers.

5. Develops and maintains a material management program for the cost effective ordering and procurement of drugs, medical and dental supplies for the clinic; assures proper storage of drugs and supplies and the prompt replacement/credit for outdated or deteriorated drugs and supplies; regularly inspects drugs in the clinic and ambulance units.
6. Develops, maintains, reviews and revises pharmacy policies and procedures for the clinic.
7. Supervises a technician in the assignment of tasks to improve workflow, services rendered, increased productivity; provides instruction and a program of training in tasks and techniques for the upgrading of the technician's skills; provides inservice to other clinic staff or other community groups as indicated.
8. Coordinates the work of the pharmacy with the organization of other activities within the clinic.
9. Provides written reports detailing pharmacy activities as required.
10. Performs other duties as assigned.

SPEICAL CONDITIONS: This position is subject by law to finger printing and a criminal/character background investigation.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc. policies and procedures.

CERTIFICATION: "I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate."

Employee

Date

Supervisor

Date

ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION

TITLE:	Pharmacist	EMPLOYMENT TERM:	Contract Full-time
DIVISION:	Health Services	DEPARTMENT:	Clinic/Pharmacy
EXEMPT/NON-EXEMPT:	Exempt	FUNDING SOURCE:	IHS Contract

QUALIFICATION:

1. Bachelor's or graduate degree in pharmacy from an accredited institution, and two or more year's experience as a pharmacist in the IHS or tribal health care system.
2. New Mexico licensure as a pharmacist preferred, but current licensure in a State required.
3. Experience ordering drugs through the IHS "prime vendor" contract preferred.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native tribal membership, who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

SUPERVISED BY: Medical Director

SUPERVISES: Pharmacy Technician

PAY RANGE: Bachelor's degree: Grade P, ANSB General Scale
Graduate degree: Grade Q, ANSB General Scale

WORKING HOURS: 8AM – 5PM, Monday – Friday

LUNCH HOUR: One Hour, 12-1 PM

POSITION GOAL: To provide full-time clinical pharmacy services to clinic patients and providers; to ensure that the level of pharmacy services provided by the Alamo Navajo Health Center meet or exceed applicable community, State, and Federal standards; to develop and maintain a comprehensive material management program for the clinic (inclusive of drugs, medical and dental supplies); to raise the competency of local community members employed in the clinic pharmacy.

DUTIES AND REPSONSIBILITIES:

1. Formulates, implements, coordinates and supervises pharmacy services within the Alamo Navajo Health Center; responsible for drug selection (formulary) and procurement.
2. Provides pharmacy services including the appropriate prepackaging, labeling and dispensing of drugs and counseling patients on the proper use, action, precautions, and storage of drugs; provides a prescription refill program for chronically ill patients based upon physician approved protocols.
3. Consults with, advises, and provides inservice programs for medical providers regarding proper dosage, drug interactions and contraindications, side effects, and similar drug related questions related to patient safety and effective therapeutic regimens.
4. Provides clinical pharmacy services including chart audits, continuous drug therapy monitoring, unit dose and intravenous admixture services, medication histories, utilization reviews and program evaluation; coordinates and documents quarterly Pharmacy and Therapeutics meetings with providers.

5. Develops and maintains a material management program for the cost effective ordering and procurement of drugs, medical and dental supplies for the clinic; assures proper storage of drugs and supplies and the prompt replacement/credit for outdated or deteriorated drugs and supplies; regularly inspects drugs in the clinic and ambulance units.
6. Develops, maintains, reviews and revises pharmacy policies and procedures for the clinic.
7. Supervises a technician in the assignment of tasks to improve workflow, services rendered, increased productivity; provides instruction and a program of training in tasks and techniques for the upgrading of the technician's skills; provides inservice to other clinic staff or other community groups as indicated.
8. Coordinates the work of the pharmacy with the organization of other activities within the clinic.
9. Provides written reports detailing pharmacy activities as required.
10. Performs other duties as assigned.

SPEICAL CONDITIONS: This position is subject by law to finger printing and a criminal/character background investigation.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc. policies and procedures.

CERTIFICATION: "I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate."

Employee

Date

Supervisor

Date